



College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in E-mail -

mail - carc2006@rediffmail.com / carcakurdi@gmail.com Outlook- acrc_akurdi@pdeapune.org

Strategic plan of College Grievance Redressal Committee

Introduction

The Committee came into existence in the year 2018 in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23, 2013). According to UGC guidelines "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college. The function of the Committee is to look into the objection raised by any student or staff member and follow the grievance procedure in accordance with the rules and regulations decided by the College. Grievance Committee strives to solve student's academic and exam-related problems and at the same time deals with the problems faced by staff. Grievance Committee recognizes and analyses the nature and pattern of the grievances in a strictly confidential manner. In all cases the aggrieved student/ staff member was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

Objectives of Grievance Committee

- To support those students/ staff members who have been deprived of the services offered by the College, for he/she is entitled
- To make officials of the College responsive, accountable, and courteous in dealing with the students.
- To ensure effective solutions to the student's grievances with an impartial and fair approach
- To co-ordinate between students, teachers & administration to redress grievances.
- To guide ways and means to the staff & students to redress their problems.

Inclusion-

- Any kind of mental or physical harassment complaints regarding classroom management, classroom teaching, teaching methods of teaching, completion of syllabus, etc., if and when they arise
- Certain misgivings about essential amenities, preparation of food, accessibility of transport, and victimization by teachers.
- If staff members inward direct complainant in office it will be considered under the grievance and will be taken for discussion in the grievance meeting.




Principal
P.D.E.A.'S

College of Ayurved And Research Centre
Nigdi, Pune - 411 044.



Pune District Education Association's



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- Delay in the conduct of examinations or declaration of results beyond the specified schedule in the academic calendar.
- Matters related to copy in the internal exam will be considered unfair means and included under the exam committee. If anyone complaints against the exam committee regarding action on unfair means will be considered under the grievance.
- Nontransparent or unfair evaluation practices.
- Internal evaluation and assessment marking.

Exclusion –

- Writing a complaint without a name will not be considered a grievance.
- Irregularity in the admission process adopted by the institution as per guidelines of authority.
- Refusing admission in accordance with the declared admission policy of the institution.
- Withhold or refuse to return any document in the form of certificates of degree, diploma, or any other award or other document deposited with it by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue.
- Demand of money in excess of that specified in the declared admission policy to be charged by such institution.
- Nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority.
- The College Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature raised collectively by more than one employee/student.
- Decisions of the academic council / Board of studies and other academic /administrative committees constituted by the college.
- Decisions made by the college under discipline rules and misconduct.
- Issues related to ragging.
- Sexual harassment-related specific issues.





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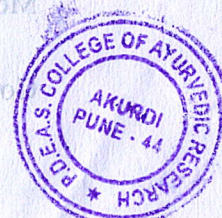
Rules according to UGC

In the case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows

- Principal- Chairman
 - Coordinator
 - Member (teaching)
 - Member (non-teaching staff representative)
- The tenure of the members shall be two years.
 - The quorum for the meeting shall be three.
 - The CGRC shall follow the principles of natural justice while considering the grievances of the students.

Method for implementation of the committee

- A box marked 'Grievance Box' is placed on the ground floor near the college office, near the UG library, and outside the Boys and Girls Hostel. The box will be opened every day by a staff member. The Flex board is fixed near the office with the committee member list and contact number of the coordinator.
- The committee will deal with all genuine grievances of the student as well as the staff of the college.
- The committee will meet at least once every six months to conduct the meeting if no grievance will be initiated.
- Confidentiality and privacy will be maintained while handling the case. The Grievance Committee will act upon those cases which have been forwarded along with the necessary documents.





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Procedure

- The written complaints are required to be submitted in the drop box by writing with name, date, and class or any other relevant information regarding identity on paper.
- The complaints will be taken into consideration after opening the box which will be open every day.
- After that application will be inward in the college office.
- The notice will be given to all grievance members for the meeting
- First, all members will hear the matter from the complainants and defendants(a person against whom a complaint was received)
- Then after hearing all the matters from both sides, only Grievance Committee members will discuss the matter.
- The final report based on the grievance received and resolved will be submitted to the principal.
- Further course of action will be decided and the same shall be intimated to the students and staff within 15 days. The decision by the chairperson of the committee will be final.

Functional Committee

Chairman- Dr. Ragini Patil

Member – Dr. Rajkumar Bobde

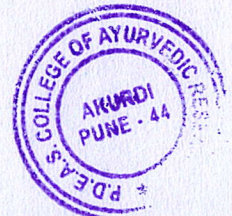
Member – Dr. Meenal Lad

Member- Dr. Chandana Virkar

Member – Dr. Yogita Jamdade

Member- Chavan Maya (non-teaching staff representative)

Coordinator – Dr. Sangita More





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Scope-

Responsibility of chairman

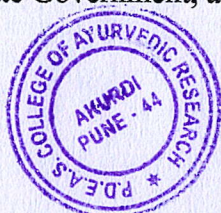
- To approve or to change the policy of the grievance Redressal system.
- Periodic review to improve the effectiveness of the grievance Redressal system.
- To grant the final resolution of grievances.

Responsibility of the coordinator of the Grievance Committee

1. To study and make thoroughly the Grievance Committee policy and revise it as necessary.
2. Coordinate with all other team members.
3. If any complaint or Grievances are observed, it should inform the committee and arrange the meeting within 7 days.
4. To conduct meetings of the Grievance Committee when required or call a meeting at least once in six months if no grievance will be initiated.
5. Make documentation of minutes of meetings after each meeting and if no grievance is found in a whole year, then the report should be written as Nil.
6. To work as per UGC, State Government, and MUHS guidelines.
7. To convey the decision of the committee in writing to the complainant.

Responsibility Member of the Grievance Committee

1. To investigate the complaints lodged by any student and judge its merit.
2. To enquire and analyze the nature and pattern of the grievances in a strictly confidential manner and to take prompt action on any grievances.
3. To co-ordinate between students and departments/sections to redress grievances.
4. To guide ways and means to the students to redress their problems.
5. To ensure effective solutions to the student's grievances with an impartial and fair approach.
6. To work as per UGC, State Government, and MUHS guidelines.




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Strategic Plan Anti – Ragging Committee

Introduction: -

Ragging is defined as any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, face, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background¹. Ragging is a criminal and cognizable offence i.e. offence for which police officials can arrest without warrant.

We are taking initiative to provide safe and secure environment to the students of our institute. We have vigilant Anti Ragging Committee in force since 1998. Anti-Ragging Committee is constituted as per norms of University Grant Commission and guidelines of NCISM & MUHS (Student's Welfare Department). It is the supervisory and advisory committee including various representatives from faculty, students, civil administration and police department etc.

Aim: -

To prohibit, prevent and eliminate ragging in College, Hostel & Hospital premises (Ragging free campus)

Objectives: -

1. To provide safe & secure Ragging free atmosphere for education.
2. To educate students and their parents by multiple activities (e.g. lectures, displaying charts)
3. To take appropriate action against any ragging incidence if happened.




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¹ Expanded definition of Ragging as per 3rd Amendment in UGC Regulations dated 29th June 2016



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Composition of Anti ragging committee:

1. Dean / Principal
2. Representative of Civil Administration
3. Representative of Police Administration
4. Representative of Local Media
5. Representative of NGO involved in Youth Activity
6. Faculty Representative: one from each year (Total 4 in number)
7. Rector – Boys Hostel
8. Rector – Girls Hostel
9. Administrative Officer / Office Superintendent
10. Parents :- 2 in number
11. Representative of Non – teaching Staff Member
12. Student Representatives: - 1 representative from newly admitted students & 1 representative from senior students

Composition of Anti-Ragging Squad: 2 males and 2 female representative from faculty nominated by Principal of the institute.

Nodal Officer: one of the faculty member is deputed as nodal officer by the principal whose contact number is also displayed on website

Role and Responsibility:

- To keep vigilance and prohibit any incidences of ragging in college campus.
 - To create awareness in newly admitted students and their parents regarding measures undertaken by the institute in first parent teacher meeting (Orientation program).
 - To educate students by adopting various means like displaying posters regarding effects of ragging and actions or punishments prescribed for the same.
 - To guide students how to lodge a complaint regarding ragging.
 - To handle ragging cases within seven days and to take appropriate action according to the severity of the reported incidences.
- **Nodal Officer:**
1. To submit online compliance of anti-ragging regulations.
 2. To report any cases of ragging occurred in the institution.
 3. To arrange meeting in cases of reporting of such incidences.
- **Anti-Ragging Squad:**
1. As a preventive measure surprise visits in college campus by anti-ragging squad in vulnerable areas like hostel, canteens, rest cum common rooms etc.





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2. Quality Policy: -

1. Constitution of Anti-ragging committee and Anti-Ragging Squad:

- Anti-ragging committee is constituted as per UGC & MUHS guidelines.
- Faculty and Anti-Ragging Squad members are nominated by the principal.
- Representatives of students and parents are updated yearly as per their academic year.
- Faculty members are changed as per necessity.
- Police and other administrative representatives are changed when there is transfer of previous personnel.

2. Efforts undertaken to prevent ragging:

a. Education of students:

- "Students and Parents" are educated in periodical parent-teacher meetings. Special instructions are given to newly admitted students during the first orientation program.
- Procedure for reporting of incidence is conveyed to them in these meetings.
- Students are encouraged to communicate with their mentors during all academic years about any issues regarding ragging. Instructions are given to the mentors to counsel these students and report any incidence to the anti-ragging committee.
- Assistance of 'professional counselor' is provided in our institute to help students adjust with the new environment.

- Anti-ragging undertaking from fresher's (I-BAMS) & their parents:** Anti ragging undertaking from fresher's (I-BAMS) & their parents are obtained in online proforma provided by UGC and MUHS , which is to be filled on websites www.antiragging.in or www.amanmovement.org.in . These undertakings will be preserved till the completion of the course for all the students.

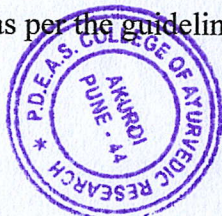
- Display:** Posters received from "MUHS Student Welfare Department" are prominently displayed in boy's and girl's hostels, canteen and college corridors. Helpline numbers and numbers for contact to report incidences related to ragging are displayed on the same. List of anti-ragging committee members is displayed in college corridors. Contact number of coordinator / nodal officer is displayed on this board.

- CCTV surveillance:** CCTV cameras are installed in all the classrooms, corridors and canteen.

- Warning:** Anti-Ragging warning is mentioned in prospectus and information booklets of our institution which are circulated at the time of admission

- Website:** website of our institute is updated regularly. Function of anti-ragging cell is displayed on the same. Contact information of nodal officer is provided on this page.

- 3. Submission of online compliance of anti-ragging regulations :** To reduce the menace of ragging in our institution we are submitting online compliance of anti-ragging regulations once a year as per the guidelines given by UGC at <http://antiragging.in>





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4. Anti-Ragging Squad:

- As a preventive measure surprise visits in college campus by anti-ragging squad in vulnerable areas like hostel, canteens, rest cum common rooms etc.
- Frequency of this raid on hostels is twice a year.

5. Meetings of Anti Ragging Committee:

- Meetings of anti-ragging committee will be conducted twice a year.
- Additional meetings will be conducted if a case of ragging is reported.

6. Ragging Complaint redressal:

a. Any act resulting in one of the following will be considered as a ragging:

- Mental /physical / sexual abuse
- Verbal abuse
- Indecent behavior
- Criminal intimidation / wrongful restraint
- Undermining human dignity
- Financial exploitation
- Use of force

b. Reporting: Students can lodge a complaint of ragging in three ways i.e verbal, written and telephonic. All these reports will be kept confidential.

c. Scrutiny and analysis:

- Coordinator will inform all the committee members regarding the incidence.
- Remedial action is initiated and completed within a week of the incident itself by arranging meeting of the committee members as early as possible.
- A register will be maintained for record of these complaints.
- After discussion, according to severity of the incidence appropriate action will be taken on the defaulter student.
- In a case under the penal laws, First Information Report (FIR) will be lodged to police and local authority within 24 hours by the member of committee as per guidelines of UGC prescribed in June 2009.

d. Punishments:

The Anti-Ragging Committee depending on the nature and gravity of the guilt established by the Anti-Ragging Squad can prescribe one or more of the following punishments to those who are found guilty,

- Suspension from attending classes and academic privileges
- Withholding/ withdrawing scholarship/ fellowship and other benefits,
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results,





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- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel,
- vii. Cancellation of admission
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Reference:

- a. The medical council of India rule:

<https://www.muhs.ac.in/showpdf1.aspx?src1=Rvf1Y1ppT%2fVEG%2bHMUGsWaEK1Ah6dPRcAIcHZBZuE8RbwLWIOS%2fN67GJWCEKT95TE>

- b. UGC guidelines dated June 2009 :

<https://www.muhs.ac.in/showpdf1.aspx?src1=Z6Ui7k6WUahtws%2bh6Tjga8wj33HdNbOf1eW1YjfkHpQAAQ3vcTPZdCuPHIZjV37VfQLZzWj1XvjYCecg%2bwuXr9%2ffsoEwgctfEBik1hYl6gs%3d>




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The Anti - Ragging Committee - 2023-24

Sr. No	Name	Member of Anti - Ragging committee	Contact No.
1.	Dr. Mrs. Ragini Rajan Patil	Dean / Principal	9422300242
2.	Mr. Sharad Misal Ex. Mayor - PCMC, Pune.	Representative of Civil Administration	9850911011
3.	Mr. Ranganath Bapu Unde	Representative of Police Administration	020-27655088
4.	Mr. Manoj More Reporter - Weekly Rayatnama	Representative of Local Media	9922965403
5.	Dr. Manohar Ganpat Chaskar Principal, Prof. Ramkrishna More Arts, Commerce & Science College, Akurdi, Pune.	Representative of NGO involved in Youth Activity	9822913946
6.		Faculty Representative	
	Dr. Mrs. Swati K. Chobhe	a) I BAMS	9850716124
	Dr. Mrs. Ila Santosh Bhor	b) II BAMS	9423211003
	Dr. Jayant J. Phadke Co-ordinator	c) III BAMS	9822615265
	Dr. Bharat Kailas Oza	d) IV BAMS	9970254593
7.	Dr. Dhananjay Kalyanrao Pawar	Rector - Boys Hostel	7588062939
8.	Smt. Praveena Mehta	Rector - Girls Hostel	9579672327
9.	Dr. Rajkumar B. Bobade Vice Principal	Administrative Officer / Office Superintendent	9403928005
10.		Parents :-	
	Sanjay Arun Bhagat	a) Internee	9423002436
	Smt. Arati Anand Annigeri	b) IV BAMS	9960619110
11.	Mr. Nitin Suresh Shitole	Representative of Non - teaching Staff Member	9960028160
12.		Student Representative :	
		-	
	Bhargavi C. Bendre	a) Fresher :- I BAMS	9850516409
	Akshay S. Gadade	b) Senior :- IV BAMS	7249322329

**For any complaint please contact to 9822615265 to
Dr. J.J. Phadke (Nodal officer & Coordinator of Anti Ragging
Committee)**





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Strategic Plan Vishakha Committee

(Prevention of sexual harassment Committee)

Introduction-

In India the no of working women is increasing day by day. Education, economic status of country, Healthy atmosphere are some of the important reasons for this condition. Medical faculty is a noble profession. To provide a safe and secure atmosphere to all Faculty, students, non-teaching staff of college, Paramedical staff and other staff from hospital at working place is a prime responsibility of the concern institute.

In our PDEA's College of Ayurveda & Research Centre, Akurdi, along with attached Ayurveda Rugnalay & Sterling Multi Specialty Hospital, Nigdi, Pune 44 the Sexual Harassment of women at workplace committee established in July 2013, under the guidance of respected Principal Dr. Ragini Patil as per the gazette of India published by authority on April 23,2013/Vishakha 3,1935(SAKA).

Aim -

To provide Protection to all Staff and Students at work place against Sexual Harassment.

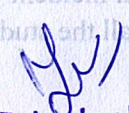
Objectives-

- To provide a safe & secure atmosphere at workplace.
- To aware all staff & students regarding Sexual Harassment.
- For the prevention & redressal of complaints of sexual harassment & matters connected there with.

Quality Policies-

- Constitution of committee as per Gazette.
- To introduce the law to all staff members & students.
- To guide the staff & students regarding how to launch complaints.
- To guide the staff about their duties.
- To guide and aware students by organizing lectures, poster or workshops on Gender Sensitivity.




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The members for Internal complaints committee are as follows-

Sr. no	Name	Post
1	Dr Ragini Patil	Chairperson
2	Mrs Bharati Nalawade	Member 3 rd party
3	Dr Madhavi Deodas	Secretary
4	Dr Arti Firke	Member
5	Dr Meenal Lad	Member
6	Dr Rajakumar Bobade	Member
7	Adv.Mohanrao Deshmukh	Legal Advisor
8	Dr Vrinda Kurunde	Member
9	Students representative	Member

As per gazette the Internal complaint committee has been working till date. The meetings with staff members are conducted half yearly & record of the same is submitted to MUHS & UGC yearly or as per guideline.

Sexual Harassment Has been defined as: ***An act of sexual harassment includes any one or more of the unwelcome acts or behavior, whether directly or by implication.***

- Physical contact and advances, or
- A demand or a request for sexual favors, or
- Making sexual colored remarks, or
- Showing pornography, or
- Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

Roles and Responsibilities

The committee has to ensure enough steps to create awareness on the topic. If in case any person approaches to any one of the committee member, the member is immediately required to inform others.

A written complaint is required to be taken from the aggrieved person, necessary action to be taken, preferably to settle the matter through counselling and conciliation as soon as possible. In case the matter is not so sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The member to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.

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Strategic Plan/ Sop

Monitoring Committee

Introduction- This Committee is formed for monitoring the Code of Conduct implemented in the Institution for the students, non-teaching staff, teachers, administrators and other stakeholders of the institution. It guides the organization for different programs on ethics, values, culture and other important areas for the betterment of the college.

Composition

Chairperson- Dr. Ragini Patil, Principal.

Secretary- Dr. Rajkumar Bobade, Voice Principal.

Coordinator- Dr. Dinesh Naik

Members- 1) Dr. Minal Lad

2) Dr. Milind Mokashi

3) Dr. Yogini Kulkarni

4) Dr. Nitin Bhalerao (R.M.O.)

5) Mr. Pravin More (O.S.)

Aim- To conduct the working of the institution in accordance with the applicable laws and regulations and with the highest standards of ethics and values for all the stakeholders.

Objectives-

- 1) To implement the code of conduct for students and employees.
- 2) To monitor the behaviour of students and take disciplinary actions.
- 3) To organize professional ethics programs for students and employees.
- 4) To suggest the recommendations and amendments for revising the Code of Conduct Hand book.

Scope-





Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

E-mail - carc2006@rediffmail.com / carcakurdi@gmail.com Outlook- acrc_akurdi@pdeapune.org

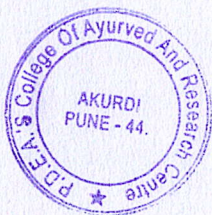


- 1) The policy ensures that the students and employees follow their rules effectively.
- 2) It maintains active and confidential communication between the committee members and the students, employees.
- 3) Violation of the rules by the students and employees shall be dealt by disciplinary action.
- 4) All are assured that the authorities will be acting impartially and will try to resolve the matters as soon as possible.

Action Plan of the Code of Conduct Committee

- 1) Arranging Meetings for the Code of Conduct.
- 2) Conducting orientation programs on Code of Conduct, Professional Ethics and Human Values for students, faculty, non-teaching staff and administrators.
- 3) To resolve any dispute arising in the institution.
- 4) The committee monitors whether the staff adheres to the rules, regulations and responsibilities. Noncompliance of the rules regulations and responsibilities will be treated as negligence of duties and suitable disciplinary action will be initiated against such employees.

Meeting Schedule- The Committee meets once in the year. An emergency meeting can be called any time during the year.




Principal
Principal
P.D.E.A.'S
College of Ayurved And Research Centre
Nigdi, Pune - 411 044.



Strategic Plan of Placement Cell

Introduction:

Placement cell organizes on campus and off campus recruitments for in need and eligible BAMS pass out doctors. Preparation of campus interview, Pre placement activity and career counselling programme are organized by Placement cell.

Placement cell has Coordinator and Student representative of every final year batch (UG) and for PG information, guidance of PG academic director is taken. Placement cell works under the guidance of Principal Dr. Mrs. Ragini Patil.

Aim: To encourage students for pre placement activities and to give opportunities for placement in different health sectors.

Objectives:

1. To organize the Pre placement activities for the students.
2. To conduct career counselling program.
3. To build up personality development skills in students.
4. To create awareness regarding the opportunities available for BAMS, PG (MD/MS Ayurveda) graduates.

The committee comprises of members from CARC. The composition of committee is as follows;

Sr. No.	Name	Designation	Assigned Work
1.	Dr. Ragini Patil (Principal)	Chairman	Guidance.
2.	Dr. Rajkumar Bobade	Secretary	To supervise all placement cell related work.
3.	Dr. Vijaya Nyahalse	Coordinator	To Coordinate all placement cell work.
4.	Student from last year batch	Student representative (Placement)	To coordinate with their batch for vacancy notice and self-employment.





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Mechanism:

1. Placement cell conducts Career counselling program for all UG and PG students, to make them aware about the opportunities available after BAMS and MD/MS Ayurveda.
2. Placement cell organizes 'Pre placement activity' in Internship Orientation Program every year.
3. Placement cell collects information of every final year student every year.
4. Campus interview is organized as per vacancy created by respective recruiters.
5. Placement cell collects information for self-employment and Placed details from UG and PG pass out students every year.

Our recruiters; (Approximately 5)

- BVG India LTD
- Jiva Ayurved Pharmacy
- MD India
- Aditya Birla hospital, Pune.
- Nuclius health Pvt Ltd.

Student Placement Representative list;

Sr. No.	Name of the student	Batch	Contact Number
1	Dr. Sayali Gawade	2017-18	9130356672
2	Dr. Swapnil Chaudhari	2018-19	9665449765
3	Dr. Gargi Vaidya	2019-20	9822646844
4	Dr. Sanika Virkar	2020-21	9766748441
5	Dr. Ashish Phalake	2021-22	8446517435
6	Dr. Rutwik Shendge	2022-23	7020478708



Hat
Principal

P.D.E.A'S

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